

DD/S 58-389

13 AUG 1958

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Heads of Offices and Staffs, Deputy Director (Support)

SUBJECT : Class "A" Furniture and Furnishings

REFERENCE : Agency Regulation [REDACTED]

1. I am informed that considerable quantities of Class "A" furniture and furnishings are being used by unauthorized personnel contrary to the policy defined in Agency Regulation [REDACTED]. The failure of using offices to return such items to stock for reissue, when tables of organization and other changes affecting entitlement to Class "A" furniture and furnishings are made, has reduced our stock of these items to a point where substantial procurement of new items apparently is required. An additional factor that contributes to the present situation is that some persons and offices had furnishings not authorized by R [REDACTED] at the time the regulation was issued and have neglected to turn it in.

2. Additional purchases of Class "A" furniture and furnishings are inadvisable and uneconomical when there are considerable quantities throughout the Agency that may be redistributed to meet current demands.

3. The workload involved in an immediate overall exchange would be prohibitive. Therefore, the logical approach is an exchange program phased over a period of several months utilizing unauthorized items to meet requirements whenever possible. All items removed will be replaced simultaneously with suitable ones.

4. To assist the Office of Logistics in accomplishing this program in an efficient and the most economical manner, it is requested that the Administrative Officer of each major Agency element conduct a survey of his organization for the purpose of locating and reporting unauthorized Class "A" furniture and furnishings, in use, so that it may be reassigned. These reports, utilizing the attached sample format, are to be forwarded to the Chief, Supply Division, Office of Logistics no later than 15 September 1958. Exchanges may then be accomplished through normal channels by the Building Supply Officer serving the area concerned.

L. K. WHITE
Deputy Director (Support)

Attachment: Sample Format

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